

VETERANS HOME ADMINISTRATOR

KIND OF WORK

Managerial leadership directing a Minnesota Veterans Home.

NATURE AND PURPOSE

Under general direction, an employee in this class directs the human and fiscal resources of a Minnesota Veterans Home in order to optimize those resources and ensure that quality medical care and treatment is provided to the residents served by the home.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Manage, direct, plan, organize and evaluate the programmatic and administrative functions of the veterans home so that it functions in an efficient and effective manner by delegating authority as appropriate; holding managers responsible and accountable for assigned program areas; establishing the facility's organizational structure; establishing priorities; and fostering appropriate research.

Establish, implement and maintain resident care so that appropriate, effective and consistent care is delivered based on identified needs of the residents by developing and administering policies/procedures on admission, placement and discharge of residents; developing, implementing and evaluating a system to measure the effectiveness of care to residents; allocating human and fiscal resources; and directing any necessary corrective actions.

Plan, develop and enforce all operational policies to comply with the U.S. Department of Veterans Affairs standards, with state and federal laws, policies, rules and regulations so that residents are ensured of a high standard of care, treatment and safety and that licensure is retained by assuring staff receive training in standards; requiring compliance to standards; initiating, approving and enforcing appropriate policies for resident care and treatment; and maintaining the relationship necessary to function effectively within the system of the Minnesota Veterans Homes.

Direct medical and nursing services so that residents are provided with a medically proficient diagnosis, treatment and care by coordinating the establishment of standards of medical care; determining medical/nursing staffing requirements; contracting for medical services; monitoring program performance; and establishing contracts and referral systems with the local VA outpatient clinic.

Direct the personnel management system so that an adequate amount of qualified staff are assigned to all service areas by directing the development and ongoing administration of programs for staffing, staff development, employee performance, affirmative action and labor relations.

Propose and administer the Veterans Home budget so that the programming and general support services needs of the Veterans Home are met by preparing and justifying the biennial budget request; participating in guiding legislation and funding requests through the legislative process; implementing and managing the overall budget; and developing a system for the evaluation of short and long term goals.

Establish and direct the ongoing administration of an effective Quality Assurance Program so that quality care is being delivered to the residents by identifying problems and taking corrective action; implementing an effective Risk Management Program; implementing an effective Utilization Management Program; and correcting deficiencies in external reviews.

Represent the Minnesota Veterans Home to the news media, legislators, V.A.M.C., veteran's service organizations, County Veteran's Service Officers, and members of special commissions or task forces in order to provide a greater understanding of the mission and purpose of the home and to market services of the home by developing effective working relationships with the above-described groups; developing cooperative programs with other agencies, organizations and volunteer programs and services; attending meetings; and marketing facility services.

Conduct the planning process for the Veterans Homes so that a coordinated and effective service/delivery system is ensured by conducting meetings of staff to consider resource allocation, program changes, policies, and organization; conducting an ongoing assessment of the continuing role and function of the Veterans Home and of the needs of the veteran's population; and recommending changes in services of the home according to the needs of the veteran's population.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Geriatric population sufficient to evaluate resident care planning as developed by subordinate staff.

Organizational design and analysis sufficient to develop an organizational structure which serves the needs of the residents.

Financial management principles and practices sufficient to determine funding needed for care/treatment and general support services and sufficient to ensure that expenditures do not exceed allocated resources.

Personnel management principles and practices sufficient to administer labor contracts and evaluate the quality of staff training programs.

Psychological, physical and social needs of the residents served sufficient to develop, implement, and evaluate care and treatment programs.

U.S. Department of Veterans Affairs standards, Departments of Health/Human Services policies, rules and regulations, and state and federal laws sufficient to ensure compliance and maintain licensure.

Strategic planning process sufficient to direct and participate in departmental strategic planning.

Community resources sufficient to enhance the development of volunteer services and programs.

Ability to:

Select quality management and supervisory staff sufficient to delegate authority and evaluate their job performance.

Interact with public officials, legislators, members of veteran's organizations, planning groups, and health professionals sufficient to promote the veterans home mission and purpose.

Communicate effectively orally and in writing to various types of individuals and groups sufficient to clearly communicate the purpose and/or needs of the veterans homes.

LICENSURE REQUIRED

Possession of a current Minnesota Nursing Home Administrator's License.

NOTE: It is also preferred that the incumbent possess status as a veteran as defined by M.S. 197.447 in order to better understand the problems confronting residents and to deal more effectively with veteran's groups by virtue of better understanding of the issues confronting veterans.

Est.: 7/25/75
Rev.: 5/92

T.C.: 5/92
Former Title(s): Chief Executive
Officer - Veterans
Homes